

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 21-1**

1 NOVEMBER 2001

Maintenance

**SPACE LAUNCH MAINTENANCE
OPERATIONAL READINESS INSPECTION
(ORI) AND COMPLIANCE INSPECTION (CI)**

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This Air Force Space Command inspection checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the functional area of space launch maintenance. It applies to all space launch units.

SUMMARY OF REVISIONS

This checklist has been revised to incorporate changes resulting from the revision of AFSPCI21-0108, *Maintenance Management of Space Launch Systems*, and combines the previous AFSPCCL21-1, *Space Launch Maintenance Operational Readiness Inspection*, and AFSPCCL21-2, *Space Launch Maintenance Functional Management Inspection*. AFSPCCL21-2 will be rescinded upon publication of this revised checklist. An asterisk (*) indicates a revision from the previous edition.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. **AFSPC checklists will not be supplemented.** Units produce their own stand-alone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See [Attachment 1](#).

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Attachment 1

SPACE LAUNCH MAINTENANCE OPERATIONAL READINESS INSPECTION (ORI) AND COMPLIANCE INSPECTION (CI)

Table A1.1. Checklist.

NOTE: All checklist items are applicable to Compliance Inspections (CIs). Areas that also apply to Operational Readiness Inspections (ORIs) are labeled as such.			
SECTION 1: GENERAL MAINTENANCE RESPONSIBILITIES			
<i>Note:</i> All references are from AFSPCI21-0108, unless otherwise stated.			
1.1. CRITICAL ITEMS	YES	NO	N/A
1.1.1. Do all maintenance actions and management efforts support space launch requirements? (1.1) (ORI)			
1.1.2. Does Space Launch Squadron (SLS) ensure contractors document discrepancies discovered during receipt, processing, launch and recovery? (2.1.4) (ORI)			
*1.1.3. Does Maintenance Supervision (MA)/CC ensure efficient use of Air Force resources and compliance with technical/engineering data, resource safety, mission assurance, safety, security, procedural and environmental requirements, and general maintenance practices at the work site? (2.1.5) (ORI)			
*1.1.3.1. Do personnel ensure operations and maintenance are conducted with adequate protection of Air Force resources, personnel and the general public? (2.1.5.1) (ORI)			
1.1.4. Does unit comply with the maximum duty periods and minimum rest periods for all assigned personnel IAW EWR 127-1? (2.2) (ORI)			
1.1.5. When directed, are appropriate measures implemented and sustained in response to changing threat conditions? (Unit O-Plans) (ORI)			
1.2. NON-CRITICAL ITEMS	YES	NO	N/A
*1.2.1. Are all activities to direct the contractor consistent with the contract specific delegation of authority as provided by the Administrative Contracting Officer (ACO)? Do you know who your ACOs are? (2.1)			
*1.2.2. Do squadron personnel designated as Quality Assurance Evaluators (QAEs) meet all QAE training requirements? (2.1.2)			
*1.2.3. Does unit verify compliance with contractor system processing procedures, higher headquarters directives and instructions IAW contractual requirements? (2.1.3)			
*1.2.4. Are effective security programs established in coordination with your unit's security manager and the base security agencies? (2.1.5.2)			

1.2. NON-CRITICAL ITEMS (CONTINUED)	YES	NO	N/A
*1.2.5. Do unit personnel conduct themselves and survey contractor personnel within the scope of the contract and to the level SLS training allows in the following areas:			
*1.2.5.1. Do personnel assure implementation of federal, state, local, USAF and base environmental compliance policies and procedures? (2.1.5.3.1)			
*1.2.5.2. Is environmental compliance integrated into unit training and quality assurance programs? (2.1.5.3.2)			
*1.2.5.3. Are unit personnel trained to report environmental concerns to the correct level of authority? (2.1.5.3.3)			
*1.2.6. Does supervision ensure AF DoD missions receive the highest priority and that non-DoD mission uses of resources do not interfere with AF launch mission requirements? (2.2.1)			
*1.2.7. Does supervision ensure adequate control and scheduling of maintenance personnel to support operations schedules? (2.2.2)			
*1.2.8. Are resources coordinated with the operations schedule into a daily maintenance plan/schedule? (2.2.2)			
*1.2.9. Are launch processing surveillance activities governed by the JMSP using a flight worthiness certification matrix developed between SLS and resident Space & Missile Center (SMC) detachment? (2.2.3)			
*SECTION 2: LOGISTICS GROUP COMMANDER RESPONSIBILITIES			
<i>Note:</i> All references are from AFSPCI21-0108, unless otherwise stated.			
2.1 CRITICAL ITEMS	YES	NO	N/A
*2.1.1. Does Logistics Group Commander ensure personnel nominated by the SLS/CC receive Phase I and Phase II QAE training and are formally appointed in writing by the contracting officer for their assigned areas of responsibilities? (2.4.1)			
2.2. NON-CRITICAL ITEMS	YES	NO	N/A
*2.2.1. Does Logistics Group Commander ensure close coordination and unity of effort between the appropriate logistics group agencies and SLS maintenance management? (2.4.2)			
*2.2.2. Does Logistics Group Commander ensure the contracting officer provides SLS personnel training on performance based contracts for operations and maintenance of critical launch facilities where SLS personnel are not delegated responsibilities or trained as QAEs? (2.4.3)			

SECTION 3: SLS COMMANDER MAINTENANCE RESPONSIBILITIES			
<i>Note:</i> All references are from AFSPCI21-0108, unless otherwise stated.			
3.1. CRITICAL ITEMS	YES	NO	N/A
3.1.1. Are there methods in place to ensure the following:			
*3.1.1.1. To ensure actual day-to-day monitoring of space launch system maintenance processing and emergency reaction on launch complexes? (2.5.4.1)			
*3.1.1.2. To plan, schedule and coordinate the Air Force requirements for maintenance, operations and contractor schedules? (2.5.4.2)			
*3.1.1.3.. Ensure resources are available to meet required schedules? (2.5.4.4)			
3.2. NON-CRITICAL ITEMS	YES	NO	N/A
*3.2.1. Does SLS/CC serve as an advocate for maintenance and logistics standardization initiatives? (2.5.1)			
*3.2.2. Are maintenance mission support requirements included in the appropriate plans, programs, host/associate and contract agreements? (2.5.2)			
*3.2.3. Does SLS/CC coordinate surveillance efforts with assigned SMC/Det on areas designated as AFMC responsibilities? Is there a cooperative management approach with SMC/Det? (2.5.3)			
3.2.4. Are there methods in place to ensure the following:			
*3.2.4.1. Coordinate with applicable agencies on maintenance discrepancies? (2.5.4.3)			
3.2.4.2. Establish briefing/debriefing requirements and serve as primary briefing/debriefing function for the MA? (2.5.4.5)			
3.2.4.3. Serve as the focal point for discrepancy reporting? (2.5.4.6)			
3.2.4.4. Maintain current status of flight hardware? (2.5.4.7)			
3.2.4.5. Maintain current status of critical facilities, hardware and support equipment? (2.5.4.8)			
3.2.4.6. Respond in support of emergency and disaster situation(s) IAW local procedures and host/associate agreements? (2.5.4.9)			
*3.2.5. Does SLS/CC execute Operational Directives (ODs) as required? (2.5.5)			
*3.2.6. Does SLS/CC ensure QAEs are nominated to the contracting officer? (2.5.6)			
SECTION 4: SLS MAINTENANCE SUPERVISION (MA) RESPONSIBILITIES			
<i>Note:</i> All references are from AFSPCI21-0108, unless otherwise stated.			
4.1. CRITICAL ITEMS	YES	NO	N/A
4.1.1. Does MA ensure a task surveillance list(s) is/are developed as necessary and act as the final approval authority? (2.6.1)			

4.1. CRITICAL ITEMS (CONTINUED)	YES	NO	N/A
4.1.2. Does MA ensure effective training programs? (2.6.2)			
4.1.3. Is MA responsible for surveillance requirements of space launch system maintenance performed at the launch base? (2.6.10)			
4.2. NON-CRITICAL ITEMS	YES	NO	N/A
4.2.1. Does the MA advocate maintenance and logistics initiatives? (2.6.3)			
4.2.2. Does MA serve as a maintenance liaison to operations? (2.6.4)			
*4.2.3. Does the MA serve as the focal point for maintenance reports, correspondence and policy? (2.6.5)			
*4.2.4. Does MA serve as focal point for any maintenance requirements concerning wartime/contingency-planning teams? (2.6.6) (ORI)			
*4.2.5. Does MA serve as senior maintenance advisor to the squadron commander? (2.6.7) (ORI)			
*4.2.6. Does MA provide assistance to the Program Management Office (PMO), Base Civil Engineer (BCE) or applicable contractor in coordinating alteration and construction affecting Real Property (RP) and Real Property Installed Equipment (RPIE)? (2.6.8)			
4.2.7. Does MA advocate and integrate frequencies for maintenance forecasts and schedules and coordinate with all appropriate local agencies including contractors? (2.6.9)			
*4.2.8. Does MA integrate base support agencies' and contractors' activities affecting or involving launch complex, processing facilities, equipment, hardware and infrastructure? (2.6.11) (ORI)			
*4.2.9. Does MA ensure flight personnel have a working knowledge of contracts, Statements of Work (SOWs), Joint Working Agreements (JWAs) and Memoranda of Agreements (MOAs)? (2.6.12)			
*4.2.10. Does MA participate in Operations Review Board (ORB) investigation review meetings? (2.6.13)			
*4.2.11. Are AF pre-task briefing/debriefing procedures established? (2.6.14)			
*4.2.12. Has MA established a program ensuring field visits are conducted and documented on at least 25% of qualified Maintenance Controllers (MCs) quarterly? Are all qualified MCs observed annually? (2.6.15.1)			
*4.2.12.1. Does field visit documentation include strengths and areas for improvement? (2.6.15.1)			
*4.2.13. Does MA ensure a process is in place for MCs to document surveillance observations and activities? (2.6.16)			

4.2. NON-CRITICAL ITEMS (CONTINUED)	YES	NO	N/A
*4.2.13.1. Does surveillance documentation support contract surveillance and award fee processes and include MC observations with respect to safety and procedural compliance, task preparation, proper task coordination/integration (delays), environmental compliance, security, start/finish times for observed tasks and identification of potential award fee inputs? (2.6.16.1 & 2.6.16.2)			
SECTION 5: FLIGHT SUPERVISION RESPONSIBILITIES			
<i>Note:</i> All references are from AFSPCI21-0108, unless otherwise stated.			
5.1. CRITICAL ITEMS	YES	NO	N/A
5.1.1. Are personnel aware of all applicable changes to policy, instructions and contractor procedures? (2.7.1)			
5.1.2. Are reports and analyses reviewed to identify deficient areas and are appropriate corrective actions taken? (2.7.2)			
*5.1.3. Does flight supervision ensure maintenance controllers and engineers are qualified to perform assigned duties? (2.7.6) (ORI)			
5.2. NON-CRITICAL ITEMS	YES	NO	N/A
*5.2.1. Does flight supervision provide wartime/contingency planning team members to the MA? (2.7.3) (ORI)			
5.2.2. Does flight supervision provide current maintenance, mission and readiness status to the MA? (2.7.4) (ORI)			
5.2.3. Does flight supervision participate in the contractors' maintenance planning and forecasting activities? (2.7.5)			
*5.2.4. Does flight supervision assure compliance with AF pre-task briefing/debriefing procedures? (2.7.7)			
*5.2.5. Does flight supervision notify Standardization and Evaluation (OGV) once an individual has completed training requirements and is ready to assume MC duties? (2.7.8)			
*SECTION 6: SECTION SUPERVISION RESPONSIBILITIES			
<i>Note:</i> All references are from AFSPCI21-0108, unless otherwise stated.			
6.1. CRITICAL ITEMS	YES	NO	N/A
*6.1.1. Does section supervision ensure MCs and engineers are qualified to perform assigned duties? (2.8.4) (ORI)			
6.2. NON-CRITICAL ITEMS	YES	NO	N/A
*6.2.1. Does section supervision comply with training program IAW AFI36-2201 and AFSPCI21-0108? (2.8.1)			
*6.2.2. Does section supervision provide current maintenance, mission and readiness status to the flight? (2.8.2) (ORI)			

6.2. NON-CRITICAL ITEMS (CONTINUED)	YES	NO	N/A
*6.2.3. Does section supervision participate in the contractors' maintenance planning and forecasting activities? (2.8.3)			
*6.2.4. Does section supervision implement/conduct pre-task briefing procedures and include all requirements per AFSPCI21-0108? (2.8.5) (ORI)			
*6.2.5. Does flight supervision implement/conduct debriefing procedures? (2.8.6)			
SECTION 7: MAINTENANCE CONTROLLER (MC) RESPONSIBILITIES			
<i>Note:</i> All references are from AFSPCI21-0108, unless otherwise stated.			
7.1. CRITICAL ITEMS	YES	NO	N/A
*7.1.1. Do MCs verify compliance with contractor system processing procedures, higher headquarters' directives and instructions? (2.9.1) (ORI)			
*7.1.2. Do MCs assure personnel follow safety regulations and conduct operations in a safe manner? (2.9.2) (ORI)			
*7.1.3. Do MCs verify proper test configuration is maintained until valid data go is achieved? (2.9.3) (ORI)			
7.1.4. Do MCs perform walk-downs and participate in final system inspection prior to launch? (2.9.18) (ORI)			
*7.1.5. Do MCs assure the responsible contractor clears all discrepancies noted on walk-downs IAW contractual requirements? (2.9.18) (ORI)			
7.1.6. Do MCs provide on-console support and/or support to on-console positions during major tasks and the launch countdown? (2.9.19) (ORI)			
7.2. NON-CRITICAL ITEMS	YES	NO	N/A
7.2.1. Do MCs verify environmental compliance and integration of pollution prevention concepts, and are deviations/violations reported IAW local procedures? (2.9.4)			
*7.2.2. Are all efforts made to attend the contractor pre-task briefings? (2.9.5)			
*7.2.3. Do MCs document observations with respect to safety and procedural compliance, task preparation, proper task coordination/integration (delays), environmental compliance, security, start/finish times for observed tasks and identification of potential award fee inputs? (2.9.5 & 2.9.6) (ORI)			
7.2.4. Do MCs comply with briefing/debriefing requirements identified by the MA? (2.9.7) (ORI)			
*7.2.5. When escorting personnel, do MCs ensure a thorough safety briefing is given to all visitors and personnel not trained or qualified on hazards or emergency responsibilities applicable to the area they are being escorted? (2.9.8)			

7.2. NON-CRITICAL ITEMS (CONTINUED)	YES	NO	N/A
7.2.6. Do MCs coordinate actions, update status, delays and concerns with flight supervision? (2.9.9) (ORI)			
*7.2.7. Do MCs assure facility, booster and spacecraft contractors comply with configuration control requirements IAW all governing Air Force guidance and/or contractual specifications as applicable? (2.9.10) (ORI)			
7.2.8. Do MCs review or approve/disapprove contractor procedures IAW contractual delegations? (2.9.11) (ORI)			
*7.2.9. Do MCs participate on ORB, recovery teams and problem/anomaly resolutions as required? (2.9.12)			
7.2.10. Are current technical procedures reviewed prior to task surveillance, and do MCs have a personal copy available during control duties? (2.9.13)			
*7.2.11. Do MCs comply with established emergency and safety procedures? (2.9.14) (ORI)			
*7.2.12. Do MCs provide subject matter expertise on assigned systems to space launch management? (2.9.15) (ORI)			
*7.2.13. Do MCs review pertinent data obtained during processing and launch? (2.9.16) (ORI)			
*7.2.14. Do MCs participate or provide support for the following launch base activities as needed: (2.9.17)			
*7.2.14.1. Sub-Working Groups (SWGs), Facility Working Groups and Technical Interchange Meetings (TIMs) to resolve issues on space launch systems? (2.9.17.1)			
*7.2.14.2. Hardware/software turnover acceptance reviews? (2.9.17.2)			
*7.2.14.3. Design reviews for new or modified flight and support equipment to ensure launch base processing needs are met? (2.9.17.3)			
*7.2.15. Do MCs coordinate with outside agencies as required? (2.9.20)			
*7.2.16. If replaced/relieved on duty, do MCs conduct a changeover briefing to ensure, as a minimum, on-coming personnel are aware of task status, any open requirements and overall task flow? (2.9.21)			
SECTION 8: TECHNICAL ENGINEER (TE) RESPONSIBILITIES			
<i>Note:</i> All references are from AFSPCI21-0108, unless otherwise stated.			
8.1. CRITICAL ITEMS	YES	NO	N/A
*8.1.1. Do TEs review new and revised launch site test and integrated procedures and approve/disapprove IAW contractual delegations? (2.10.5) (ORI)			
*8.1.2. Do TEs maintain sufficient technical surveillance to assure contractor is using sound engineering practices? (2.10.5) (ORI)			

8.1. CRITICAL ITEMS (CONTINUED)	YES	NO	N/A
8.1.3. Do TEs review pertinent data obtained during processing and launch? (2.10.6) (ORI)			
8.1.4. Do TEs ensure proper configuration of space launch systems through review of pertinent data and walk-downs? (2.10.7) (ORI)			
8.1.5. Do TEs provide support to on-console positions during major tasks and the launch countdown? (2.10.10) (ORI)			
8.2. NON-CRITICAL ITEMS	YES	NO	N/A
*8.2.1. Do TEs support engineering analysis, functional requirements, integrated test plans, system safety and certain MC responsibilities of assigned space launch systems? (2.10.1)			
8.2.2. Do TEs participate, support and coordinate problem and issue resolution efforts? (2.10.2)			
8.2.3. Do TEs provide subject matter expertise and engineering recommendations on assigned systems and processes? (2.10.3)			
*8.2.4. Do TEs provide system safety expertise to assure mission success? (2.10.4)			
*8.2.5. Are the appropriate outside agencies coordinated with as required on these issues? (2.10.5) (ORI)			
8.2.6. Do TEs support operational concept definitions, design reviews and hardware/software acceptance reviews for new or modified space launch systems to ensure launch base processing needs are met? (2.10.8)			
*8.2.7. Do TEs support Sub-Working Groups (SWGs) and Technical Interchange Meetings (TIMs) to resolve issues on space launch systems? (2.10.8)			
*8.2.8. Do TEs provide technical surveillance into both government and contractor launch vehicle reviews including hardware reviews and internal contractor reviews? (2.10.9)			
*8.2.9. Do TEs provide assistance to the procuring agency in correcting space launch system deficiencies and improving the cost effectiveness of launch base operations? (2.10.11)			
8.2.10. Do TEs participate in post flight data review for initial assessment of operations results or mission outcome? (2.10.12)			
*8.2.11. Do TEs support the AFMC/SMC Operational Safety Suitability and Effectiveness (OSS&E) process? (2.10.13)			
SECTION 9: STANDARDIZATION AND EVALUATION (OGV) RESPONSIBILITIES			
<i>Note:</i> All references are from AFSPCI21-0108, unless otherwise stated.			
9.1. CRITICAL ITEMS	YES	NO	N/A
9.1.1. Does OGV perform Operational Standardization Team (OST)/Staff Assistance Visits, Inspections (Special Inspections and Personnel Proficiency Inspections) and reports to ensure quality maintenance? (3.1)			

9.1. CRITICAL ITEMS (CONTINUED)	YES	NO	N/A
9.1.2. Does OGV use formalized checklists and conduct inspections based on regulatory requirements? (3.2)			
*9.1.3. On an annual basis, has OGV conducted Personnel Proficiency Inspections (PPIs) on a minimum of 20% of all qualified MCs assigned in each squadron's maintenance sections? (3.4)			
*9.1.4. Has OGV conducted PPIs on a minimum of 20% of all assigned trainers annually per squadron? (3.4)			
9.2. NON-CRITICAL ITEMS	YES	NO	N/A
*9.2.1. During PPIs, are the following inspection guidelines followed: (3.4.1)			
*9.2.1.1. Are inspections performed on a non-interference basis to contractor operations? (3.4.1.1)			
*9.2.1.2. Is task certification of inspectee verified? (3.4.1.2)			
*9.2.1.3. Do inspectors stop, correct and alert appropriate agencies of any situations affecting safety, security, resource safety or mission assurance? (3.4.1.3)			
9.2.2. Are briefings provided to inspectee(s) before beginning an inspection or as soon as practical when the task is in progress? (3.4.2)			
*9.2.3. Does the OGV pre-task briefing contain all requirements contained in AFSPCI21-0108? (3.4.2)			
*9.2.3.1. Are additional items that apply to trainer inspection briefings IAW AFSPCI21-0108 included as appropriate? (3.4.3)			
*9.2.4. During the critique, does OGV brief all items required in AFSPCI21-0108? (3.4.4)			
9.2.5. Does OGV explain each deviation and discuss the correct procedure? (3.4.2.7)			
9.2.6. Does OGV use inspection and quarterly cross-feed reports to provide feedback to all levels of maintenance supervision? (3.5)			
*9.2.7. Do reports document strengths, weaknesses and areas of concern and contain recommendations for improvements? (3.5.1.1)			
*9.2.8. Are references used where applicable? (3.5.1.1)			
*9.2.9. Are inspection reports routed to units for coordination? (3.5.1.2)			
*9.2.10. Does OGV maintain inspection reports? (3.5.1.3)			
*9.2.11. Do cross-feed reports incorporate sanitized elements from various inspection reports highlighting noted strengths and weaknesses? (3.5.2.1)			
*9.2.12. Are cross-feed reports distributed to all SLs, 30 and 45 OG/CC/MA/OGV, SPACEAF/A3/A4 and HQ AFSPC/LGMS? (3.5.2.2)			

SECTION 10: GROUP-LEVEL MAINTENANCE TRAINING (OGV) RESPONSIBILITIES-			
<i>Note:</i> All references are from AFSPCI21-0108, unless otherwise stated.			
10.1. CRITICAL ITEMS	YES	NO	N/A
10.1.1. Does OGV provide guidance to standardize unit training programs for all assigned maintenance personnel? (4.2.1)			
10.1.2. Are Career Field Education Training Plan (CFETP) review boards convened? (4.2.7)			
10.2. NON-CRITICAL ITEMS	YES	NO	N/A
*10.2.1. Does OGV serve as liaison between units and higher headquarters for all maintenance training issues? (4.2.2)			
*10.2.2. Does OGV assist unit training in development and management of maintenance training programs IAW AFI36-2201, <i>Developing, Managing, and Conducting Training</i> ? (4.2.3)			
*10.2.3. Does OGV serve as the focal point for obtaining and scheduling of maintenance training quotas for courses conducted by outside agencies (on or off base)? (4.2.4)			
*10.2.4. Does OGV use an AF Form 403, Request for Special Technical Training , and DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement , to request special training needs? (4.2.5)			
*10.2.4.1. Are requests submitted to HQ AFSPC/LGMS with informational copies sent to SPACEAF/A3/A4? (4.2.5)			
10.2.5. Does OGV conduct quarterly training working group meetings with the maintenance squadrons? (4.2.6)			
10.2.6. Does OGV chair the CFETP review board IAW AFSPCI21-0108? (4.2.7)			
SECTION 11: UNIT TRAINING RESPONSIBILITIES			
<i>Note:</i> All references are from AFSPCI21-0108, unless otherwise stated.			
11.1. CRITICAL ITEMS	YES	NO	N/A
11.1.1. Does unit training ensure all instructors are observed conducting training at least once a year (not to exceed 12 months between observations)? (4.3.2)			
11.1.2. Has an Instructional System Development (ISD) specialist been designated? (4.3.7)			
11.1.3. Does unit training ensure all maintenance flights develop/implement training plans? (4.3.13)			

11.2. NON-CRITICAL ITEMS	YES	NO	N/A
*11.2.1. Does unit training manage unit training programs? (4.3.1)			
11.2.2. Are schedules of future training classes (awaiting action listing) developed and distributed in sufficient time for all agencies to determine/meet requirements? (4.3.3)			
11.2.3. Does unit training serve as the squadron focal point for obtaining and scheduling of maintenance training quotas for courses conducted by outside agencies (on or off base)? (4.3.4)			
11.2.4. Are AF Forms 403/DD Forms 1556 used for funding of special training needs and submitted/coordinated through Group-Level Training? (4.3.5)			
11.2.5. Is overdue training monitored and the appropriate level of supervision notified to correct training deficiencies? (4.3.6)			
*11.2.6. Has the ISD specialist attended an ISD course or 3S2X1 technical training? (4.3.7.1)			
11.2.7. Does the ISD specialist assist in preparing lesson plans, ensure all lesson plans follow ISD guidance and assist in developing unit's programs? (4.3.7.2)			
11.2.8. Does unit training manage learning center resources and equipment? (4.3.8)			
*11.2.9. Does unit training ensure training records are accurate and current? (4.3.9)			
*11.2.10. Does unit training ensure proper administration of On-the-Job Training (OJT), ancillary training and Enlisted Specialty Training (EST) IAW AFI36-2201? (4.3.10 & Attachment 2)			
11.2.11. Does unit training assist supervision with Training Evaluation Program IAW AFI36-2201? (4.3.11)			
*11.2.12. Is an initial interview/evaluation conducted for new arrivals with their supervisors IAW AFI36-2201? (4.3.12)			
*11.2.13. Does unit training provide training plans and validation data copies to OGV? (4.3.13)			
11.2.14. Is the ISD process used to develop maintenance training programs? (4.3.14)			
*11.2.15. Does unit training ensure development/use of lesson plans for technical training? (4.3.15)			
11.2.16. Are lesson plans reviewed at least once a year (not to exceed 12 months between reviews)? (4.3.16)			
*11.2.17. Has unit training established/implemented/managed an initial and recurring training program for all maintenance flights? (4.3.17)			
*11.2.18. Are training meetings conducted IAW AFI36-2201? (4.3.18)			

11.2. NON-CRITICAL ITEMS (CONTINUED)	YES	NO	N/A
*11.2.19. Does unit training ensure OGV is coordinated with after initial instructor observation? (4.3.19)			
11.2.20. Does unit training develop, manage and document the officer training program for all officers assigned to MA, IAW AFSPCI21-0108, the applicable CFETP and local training requirements? (4.5)			
*SECTION 12: SECTION TRAINING RESPONSIBILITIES			
<i>Note:</i> All references are from AFSPCI 21-0108, unless otherwise stated.			
12.1. CRITICAL ITEMS	YES	NO	N/A
*12.1.1. Does section training ensure lesson plans are technically correct, current (reviewed annually), and used for technical training? (4.4.2.2)			
*12.1.2. Does section training conduct Recurring Training (RT) semi-annually as a minimum? (4.4.3.1)			
*12.1.3. Is a consolidated task coverage file established to ensure 100% task coverage within the section? (4.4.6)			
*12.1.4. Does a training capability exist for each CFETP technical task performed? (4.4.6)			
12.2. NON-CRITICAL ITEMS	YES	NO	N/A
*12.2.1. Are initial interviews/evaluations conducted IAW AFI 36-2201? (4.4.1)			
*12.2.2. Does section training ensure training programs meet ISD requirements? (4.4.2.1)			
*12.2.3. Does the section coordinate with unit training on trainee progression? (4.4.2.3)			
*12.2.4. Are training deficiencies identified and promptly corrected? (4.4.2.4)			
*12.2.5. Are accurate and current training records maintained? (4.4.2.5)			
*12.2.6. Is the RT program tailored to individual and flight needs? (4.4.3.2)			
*12.2.7. Does section training coordinate RT with unit training and OGV, to include notifying them when complete? (4.4.3.3 & 4.4.3.4)			
*12.2.8. Are ancillary training requirements identified and do you ensure completion of these requirements? (4.4.4)			
*12.2.9. Does the section assist the trainee with upgrade training? (4.4.5)			
*12.2.10. Does section training develop, manage and document the officer training program for all officers assigned to MA, IAW AFSPCI21-0108, the applicable CFETP, and local training requirements? (4.5)			

SECTION 13: *TRAINER RESPONSIBILITIES*Note:* All references are from AFSPCI21-0108, unless otherwise stated.

13.1. CRITICAL ITEMS	YES	NO	N/A
*13.1.1. Are trainers observed by ISD/unit training specialist and the individual's supervisor prior to performing unsupervised trainer duties? (4.6.2)			
13.2. NON-CRITICAL ITEMS	YES	NO	N/A
*13.2.1. Are trainers certified IAW AFI36-2201 before performing unsupervised instructor duties? (4.6.1)			